

Commonwealth of Virginia
Workforce and Career Development System
Action Plan Guidance
July 2004

Introduction

The Virginia Workforce Council issued the Strategic Planning Guidance for Local Workforce Investment Areas in March of 2004. One of the required elements of each local Strategic Plan is for the LWIB to identify three to five measurable strategic goals related to the identified sub-systems of the workforce and career development system.

Examples include:

1. Worker pipeline – increase the high school graduation rate by 2%
2. Worker improvement – work with at least 2 employers in the area to identify the need for and provide assistance with employee skills upgrading
3. Workers with challenges – increase job placement and retention of these customers by 5%

Because the Strategic Plan is broader in scope and covers a period of three years, a mechanism must be put in place to ensure that the LWIB is taking the necessary steps within the three-year life of the Strategic Plan to realize the goals that have been established. This mechanism is the Action Plan.

Purpose of the Action Plan

Identify the measurable actions that will take place during the first year to either accomplish, or work towards the accomplishment of, the three to five goals identified in the Strategic Plan.

Process

Achievement of certain strategic goals may be possible sooner than others. The LWIB may have certain goals that are more crucial in terms of improvement to the community, but those goals may not be achievable in one year. In those instances, a phased approach may be established to work toward full achievement of the goal. Other goals may present the LWIB with the opportunity and/or ability to achieve desired outcomes sooner.

In your local action plan:

- Identify all strategic goals established through the strategic planning process (no more than five total, and no less than three).
- Indicate the actions that will be taken in the first year (July 1, 2004-June 30, 2005) to either achieve completion of the goal, or work towards its ultimate completion.
- Specify each action in measurable terms and indicate the process and strategies that will be used to achieve completion
- Identify the community, business and education partners that will have responsibility for completing the identified action(s).

- If it is expected that the goal will be fully achieved in year one, indicate as such.
- If the achievement will be phased over multiple years, indicate the actions that will occur during year one.

Submission

Submit the Action Plan no later than **November 1, 2004** in electronic format to
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